

# CHECKLIST FOR AUTHORS

Please be sure to have the following ready before online submission.  
When completed, send files to [editassist@aqch.com](mailto:editassist@aqch.com) to submit your manuscript.

## COVER LETTER

- Provide a statement verifying that (1) the manuscript is original, (2) all the authors were active participants, (3) you wish to submit the manuscript for publication in *Analytical and Quantitative Cytopathology and Histopathology*<sup>®</sup>, (4) the manuscript is not currently under consideration for publication in another journal, and (5) the authors agree to pay the charge of \$100.00 per typeset page if the manuscript is accepted for publication.
- Provide complete financial disclosure information.

## GENERAL

- Limit the length of the text to approximately 3,000 words.
- Number the pages consecutively in the following order: title page, abstract and keywords, body of text, references, figure legends, and tables.
- Follow the instructions for choosing keywords so that your article can be appropriately indexed in PubMed. Provide at least 5 keywords from Mesh Browser: <http://www.nlm.nih.gov/mesh/authors.html>.
- Provide signed permission forms from the copyright holder and original author for all previously published tables or figures.
- Cite all references, figures (in arabic numerals) and tables (in roman numerals) in the text in numerical order and in order of their appearance.
- Use generic names of drugs when possible. For any trade name cited, capitalize the first letter, and include the manufacturer's name and location (city, state/province, country).
- Express weights and measures in metric values.
- Use the Oxford comma in series.

## PROOFREADING AND COPY EDITING

- Proofread your paper carefully before submission and consider hiring a copy editor.
- If you need professional assistance preparing your paper for submission (English-language copy editing, general writing, and language or translation issues), consider the following: AJE, Editage, or Enago.
- Note that these are merely suggestions and that use of these professional editing services does not guarantee publication. Your university might have a list of trusted editorial specialists as well.

## TITLE PAGE

- Provide abbreviated title; 1-sentence synopsis; article title; authors' names with academic degrees (e.g., M.D.); a list of each author's position and affiliation (e.g., Dr. Smith is Professor, Department of Pathology, University of \_\_\_\_); name, address, and E-mail address of the corresponding author; and Financial Disclosure statement.
- Limit the number of authors to 6. If more than 6 authors contributed significantly to the article, the editorial office will consider including their names upon request.
- Acknowledge any presentation at a national or interna-

tional medical society (include event name, location, and date), and any substantive financial support.

## ABSTRACT PAGE

- Submit a structured abstract limited to 200 words: OBJECTIVE, STUDY DESIGN, RESULTS, and CONCLUSION.
- Address the study's power to detect a difference if the research identified important variables that lacked a statistically significant difference.

## MATERIALS AND METHODS

- Acknowledge that the original research was approved by the local institutional review board.
- Clearly state the method of any randomization, blinding, and selection of specific statistical tests.
- Explain dropouts/exclusions and confounding variables.

## REFERENCES

- Cite journal articles as follows, using *Index Medicus* abbreviations of journal names:  
Authors: Article title. Abbreviated Journal Name year;volume:inclusive page numbers
- Cite books as follows: Authors: Name of chapter. *In* Title of Book. Edited by \_\_\_\_ (editors' names). City, Publisher, year, inclusive page numbers
- Identify references in the text with superscript numerals—e.g., Dorin et al<sup>5</sup>
- Number all references consecutively as they appear in the text.
- Avoid listing unpublished data or manuscripts, personal communications, web sites, and non-peer-reviewed publications.

## FIGURES

- Include a copy of each figure at the end of the manuscript with its corresponding figure legend.
- Ensure that each photograph or section (i.e., A, B, etc.) is at least 990 pixels wide.
- Scan images at the highest dpi possible. Do not modify a low-resolution image by increasing the dpi. Send files at no less than 300 dpi in one of the following formats: TIFF, GIF, JPEG, PHOTOSHOP or EPS. Send color files in CMYK mode for 4-color separation.
- All illustrations *must* include the original magnification and the stain employed, and clearly identify critical areas of radiographs, photomicrographs, etc.

## TABLES

- Number and title all tables.
- Provide sufficient information for the table to stand alone.
- Avoid tables in which the data could be included in the text in several sentences.